

October 15, 2015  
Training Announcement

**Subject:** One Section of the MML100 Agency Material Master Liaison Class Announced

**Audience:** Finance Directors, Procurement Directors, Inventory Directors/Staff (You must have attended the September 3<sup>rd</sup> Inventory Management Kickoff meeting to enroll in this course.)

The SCEIS Training Team is pleased to offer one section of the full-day class, MML100 Agency Material Master Liaison on Friday, October 23, 2015. This class is designed to prepare an Agency's Material Master Liaison to accurately maintain their agency Material Master records, the foundation for inventory management, and coordinate activity with SCEIS Central Material Master Data Team.

The MML100 class is only available to the following inventory agencies:

- Administration
- Criminal Justice Academy
- Juvenile Justice
- Mental Health
- Motor Vehicles
- Natural Resources
- Probation, Parole and Pardon
- Public Safety
- Vocational Rehabilitation

Below you will find details about the class, including the name, description, target audience, date, location and registration information. **Please forward this message to appropriate staff members within your agency.**

### **MML100 – Class Information**

**Class ID/Title:** MML100 - Agency Material Master Liaison

**Description:** Participants will learn the terminology and concepts of inventory management, how to properly classify inventory items, how to extend and maintain agency-specific Material Master records, how to request new or changed agency-specific Material Master records, and the use of Unit of Measure. Participants will engage in hands-on exercises as part of this class.

### **MML100 – Section 02 – Fall 2015 Details**

**Class Date:** Friday, October 23, 2015

**Class Time:** 9:00 a.m. to 5:00 p.m.

**Class Location:**

Room 202, SCEIS Office

1628 Browning Road, Columbia, SC

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Users may request enrollment in this class using the pre-registration survey at <https://www.surveymonkey.com/r/BMXYDB6>. Your survey completion is a request only. Registration is not complete until you receive an enrollment confirmation from SCEIS Training. Please review pre-requisites and schedules carefully.

If you have any questions about this message, please email them to [training@sceis.sc.gov](mailto:training@sceis.sc.gov).